

**IDAHO ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE: Scott Leavitt Service Award Committee & Process
CLASSIFICATION: Award
POLICY NUMBER: 11-01B
MOTION: Tara Tandrow
SECONDED: David Munger
DATE APPROVED: September 2015
SUNSET DATE: 2018

PURPOSE: To establish a committee & guidelines to ensure the ongoing continuity and quality of the Scott Leavitt Service Award.

POLICY: The Scott Leavitt Service Award is presented annually to an IAHU member who has and continues to give above and beyond to the entire association on both a **national and state** level. This member betters others in the association first before him or herself, and shows outstanding commitment to the industry and association with a passion. All statewide IAHU members are eligible for nomination by their IAHU member peers. This is a lifetime achievement award and eligibility is limited to one award per member.

PROCEDURE:

1. The Scott Leavitt Service Award committee members shall include; the President, Awards chair, the awards namesake and the last three available Award recipients. The committee's chair shall be the recipient of the Award from the prior year. In addition the IAHU Executive Assistant shall be a non-voting member.
2. In the months of January, February, and March of each year the Association will distribute the appropriate nomination forms via email, on the website, and other appropriate Association publications, and other agreed to industry trade venues as determined by the Committee. The form will include appropriate criteria and other details about the Award including the submission deadline date, postmarked as of March 15th.
3. The Committee shall meet to select the recipient prior to March 31, and shall present the Award at the Annual Awards Banquet in April.
4. The Committee shall contact the Awards recipient's family to invite them to attend Annual Awards Banquet and to ensure the attendance of the recipient.
5. The Association will publicize the Award recipient's background information, photograph and other details in the June issue of the IAHU newsletter. The Association shall distribute press releases the day after the Award Banquet to the Award recipient's hometown press and other appropriate media.

FINANCIAL IMPACT: Financial implications of this policy shall be part of the annual budget and shall be considered by the Association when determining the budget for approval by the Board.

Date

Attested by Secretary